



**WEST VIRGINIA  
DIVISION OF  
JUVENILE SERVICES**

**POLICY NUMBER:**

**302.00**

**PAGES:**

**2**

**CHAPTER:**

**Institutional Operations**

**REFERENCE AND RELATED STANDARDS:**

**WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-3A-09; ACA 3-JDF-3A-09; and ACA 3-JCRF-3A-06**

**SUBJECT: Permanent Logs**

**DATE: October 1, 2007**

**POLICY**

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures the dissemination of appropriate guidelines and procedures to staff concerning the use of permanent logs.

**CANCELLATION**

This is a new policy.

**APPLICABILITY**

This Policy applies to ALL Division of Juvenile Services' Facilities.

**PROCEDURES**

1. Appropriate facility written policy, procedure, and practice shall require that staff maintain a permanent log and prepare shift reports that record routine information, emergencies, and unusual incidents.
2. Adequate supervision of residents requires a formal written recording system.
3. Records of pertinent information regarding individual residents and groups of residents will be maintained.
4. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

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**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

*Rakotomahery*  
**Director**

*Oct 4, 2007*  
**Date**